



Malahat Nation

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FINANCIAL ANALYST

REPORTS TO	Director of Economic Development	START	As Soon As Possible
COMPENSATION	\$85,545.63 - \$88,112.00 per annum (NEE: 27) to \$93,502.50 - \$96,307.58 per annum (NEE: 30) <i>- the above rates are subject to education, experience, and/or a combination of both.</i>	STATUS	1 - Fulltime Permanent <i>35-hours per week</i>

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is seeking a dedicated and hard-working Financial Analyst with experience working with Indigenous communities in economic development to join our Economic Development team! We are looking for fun, energetic, dependable and organized staff. This position is ideal for you if you are an innovator able to engage in the community and you have a strong desire to make a difference in our community. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: Reporting to the Director of Economic Development, the Financial Analyst will administer and maintain Malahat Nation's corporate financial records and other systems, and assist in the development of financial plans. This role plays a key part in advancing self-determination and prosperity for the Malahat community. The Financial Analyst supports capacity building and local entrepreneurship while ensuring economic activities align with Malahat Nation's culture, values, and vision for sustainable development. *This position is fulltime permanent, based in the office with potential for a hybrid working arrangement. Occasional travel may be required.*

RESPONSIBILITIES:

- Lead day-to-day corporate accounting operations
- Manage the month-end and year-end close processes for Malahat's corporate entities, ensuring all reconciliations and reports are completed accurately and on time, adhering to regulatory and accounting standards
- Prepare or analyze quarterly and annual draft financial statements of Government Business Enterprises and Partnerships, reporting of information regarding joint ventures, or other financial information for related entities that may impact the financial statements of the Malahat Nation, for review by the Director of Finance
- Optimize cash flow management to support operational needs and strategic initiatives
- Implement cost control measures and identify efficiency improvements
- Identify and implement process improvements to streamline corporate accounting operations and reduce manual tasks
- Coordinate external audits and prepare all required documentation for tax filings and compliance audits
- Support quarterly and annual corporate finance planning processes including budgeting, forecasting, modeling, and long-term planning
- Develop or review financial analysis and projections developed to support business cases proposed by the Economic Development Department in accordance with the Malahat Nation Financial Administration Law (FAL)
- Identify and evaluate new revenue-generating opportunities aligned with community priorities. Lead business planning, feasibility assessments, and due diligence on prospective investments
- In collaboration with the Director of Economic Development, develop and implement Malahat Nation's economic development strategy, establish ambitious financial and strategic goals for long and short-term success
- In collaboration with the Director of Economic Development, oversee partnerships, joint ventures, and Nation-owned businesses
- Develop and manage project budgets, funding applications, and reporting obligations
- Contribute to community engagement efforts by informing and involving Malahat Nation community members in economic development planning
- Represent Malahat Nation with potential partners, industry, governments, and external agencies
- Work closely with internal departments and Malahat Nation companies to ensure alignment with the Strategic Plan, Financial Administration Law, and Malahat Nation Policies
- Other duties as required.

EDUCATION AND EXPERIENCE REQUIRED:**Indigenous Perspective:**

- Recognizes and respects all cultural diversity and has an understanding and respect for Malahat Nation culture.

Western Ways:

- Bachelor's Degree in Accounting, Finance, or a related field
- CPA Designation is required
- Three (3) + years progressive accounting experience
- Strong understanding of financial management principles, accounting standards, and industry best practices
- Class 5 BC driver's license and reliable vehicle required
- Successful Criminal Record Check (CRC) required

EDUCATION AND EXPERIENCE PREFERRED:

- Master's Degree in a relevant area is an asset
- Experience with the financial planning process, trend analysis, and project proposal development and analysis
- Understanding and knowledge of Indigenous and Coast Salish history and culture an asset, willingness to learn is essential
- Experience working with an Indigenous organization is preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership, organizational, and analytical abilities.
- Experience managing complex projects and coordinating with multiple stakeholders.
- Excellent oral and written communication skills.
- Ability to analyze and synthesize information for a range of audiences.
- Proficient in Microsoft Office Suite with exceptional Excel skills.
- Commitment to working collaboratively with Malahat Members, leadership, and partners.
- Willingness to work flexible hours and travel as required.

Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the JOB TITLE in the SUBJECT LINE.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: Recruitment Open Until Position Filled.